GoArmyEd

GoArmyEd—Serving Army Civilians and Soldiers

Army Civilian Desk Reference

Frequently Asked Questions

Why are Army Civilians using GoArmyEd to manage Army Civilian registrations for education?

The Army is working to streamline, consolidate, and automate processes for Army Civilians requesting funds for their professional development courses. GoArmyEd provides Army Civilians with a single location to submit applications and create SF 182s for training approval. GoArmyEd makes it easy for you to register for courses approved in your Army Career Tracker (ACT) Individual Development Plan. GoArmyEd also provides Supervisors, Career Program Managers, Training Managers and Army Leadership greater visibility into the professional development of Army Civilians.

What do I need to create a GoArmyEd account?

Go to www.GoArmyEd.com and provide your Social Security Number and Date of Birth. This information will be authenticated against personnel records in Headquarters Army Civilian Personnel System (HQ ACPERS). If your information is not found in HQ ACPERS, you will need to work with your Career Program Manager to create an account.

Am I required to have an Individual Development Plan in Army Career Tracker (ACT) before I am able to submit a Training Application and SF 182 in GoArmyEd?

You must have an account with an updated Supervisor identified in ACT before you may submit a Training Application and SF 182 in GoArmyEd. It is highly recommended that you also have an approved IDP in ACT, as many Career Program Managers and Training Managers will not approve funding for training if it is not within your IDP.

Why must I submit a training application for approval before I can submit an SF 182?

The training application collects information that is then used by the Army to justify training for an employee as well as help select candidates when limited seats are available. The SF 182 is issued solely on availability of funds for Army Civilians with an approved training application.

Where can I find more information on the training and education programs available to Army Civilians?

Access the Army Civilian Training and Leadership Development (CTLD) website at http://www.civiliantraining.army.mil/GoArmyEd and the ACT website at https://actnow.army.mil/.

What training or help is available?

Once a GoArmyEd account is created, you will have access to training videos detailing how to use each GoArmyEd function. All training resources are accessed by selecting the References Documents (Training Materials) link from the Helpdesk page. In addition to this support service, the GoArmyEd helpdesk is available Monday through Friday 7:00 AM – 7:00 PM Eastern Standard Time at 1-800-817-9990. You may also view frequently asked questions on the CTLD website at http://www.civiliantraining.army.mil/GoArmyEd.

ARMY CIVILIAN
Request:
> *Training Applications*
> *SF 182s*
> *On-Duty Classes*
> *Advising & Support*

View:
> *Education Record*
> *Army Career Tracker (ACT)–*
   Individual Development Plan (IDP)

ARMY CIVILIAN

SCHOOL

SUPERVISOR

HQDA-G 3/5/7

TRAINING / CAREER PROGRAM MANAGER

Key Army Processes and Functions in GoArmyEd

1 Registered users: Sign into your account at www.GoArmyEd.com.

https://www.goarmyed.com/login.aspx

GoArmyEd®

2 New users: Create an Army Civilian account at www.GoArmyEd.com.

Registered Users Sign In

User Name:

Password:

Sign In

Retrieve Lost User Name/Password
Pop-up Blocker Help

Create/Activate GoArmyEd Account

○ Student
○ School
○ Supervisor

Create/Activate Account

3 Select **Create Training Application** to apply to attend an Army-funded training. An approved Training Application is required from all Army Civilians before an SF 182 may be submitted. The GoArmyEd Training Application Wizard collects the required supplemental information for the specifically requested education program to reduce processing time and back-and-fourth communications between the requestor and approver(s).

GoArmyEd® Welcome back, HQ Haff . (Logout)

🏠 Home   Helpdesk   Site Search

Smart Links

| My Education Record | Training | eFile |
| View Courses Approved in IDP... | On-Duty Courses... | Other Links |

6 ... **5** ...

My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

Message Center

⚠ UPDATE: ARMY TUITION ASSISTANCE PROGRAM SUSPENDED   View...

Army Civilian Training Application

Create Training Application **3**
Refresh
Army Civilian Training Application Help

View/Edit	Approvals	Cancel	Status	Start Date	Program	Funding	SF 182	Program Completion
View/Print			Approved	7/6/2013	Conferences (meeting the definition of training)	ACTEDS (Central) Funding	Manage SF 182	
View/Print			Approved	7/6/2013	Academic Degree Training (ADT)	ACTEDS (Central) Funding	Create SF 182	Complete **4**
View/Print	🔍	❌	Pending Approval	7/18/2013	Army Congressional Fellowship Program (ACFP)	ACTEDS (Central) Funding		

Archived Training Applications
Common Application

Helpdesk Cases

Select the image to view the case details.
Cases that are marked with I have been returned for additional information.

Display [Open ▼] Cases

You currently have 2 open cases. **7**

Case ID	Date Opened	Case Subject	Last Updated	Last Updated Comments	Case Details
2822581	07/12/2013	Career Program	07/12/2013	Escalate case: Questions regarding recoupment	
2822504	07/05/2013	Which Education Program Should I choose	07/12/2013	Career Program Manager user took the case	

Need Assistance?
View All Helpdesk Cases
Evaluate Recent CRM Customer Service

Training Resources
- View GoArmyEd Introductory Slides
- Launch Quick Start Training
- View Reference Documents
- Test Schedule
- Army Civilian Training
- My Career Program
- My Training Command

My Education

On-Duty Courses:

Course ID	Course Description	Start Date	End Date	Class Type	Enrollment Status
10698	CP31-Workplace Discrimination	7/25/2013	7/26/2013	Self-Development	Confirmed
10694	CP31 Workplace Discrimination	7/7/2013	7/12/2013	Self-Development	Confirmed

Army Civilian Education:

School Name	Course Name	Start Date	End Date	Class Number	Term	Evaluate
Central Texas College	Intro to English	7/5/2013	11/30/2013	0	0510	

4 Create an SF 182 from an approved Training Application. Manage (print or withdraw) your submitted SF 182s from your GoArmyEd account homepage. After you submit your SF 182, your Supervisor will be notified via automated email of that an approval action item is required.

5 Register for On-Duty Classes for local training that does not require an SF 182.

6 View your Education Record with your Army education history, helpdesk case resolutions and copies of advising notes and system emails.

7 Receive support with online training videos, submitting and tracking online helpdesk cases, or calling the toll-free helpdesk number at 1-800-817-9990 Monday through Friday 7:00 AM – 7:00 PM Eastern Standard Time.